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ABSTRACT

This guide answers some of the questions involved in obtaining employment in education and provides help in locating positions. The 11 sections are 1) trends in education staffing, including supply and demand, shortage areas, and special needs; 2) basic certification requirements, and the individual to contact in each state; 3) advice for inexperienced and experienced teacher candidates; 4) state government services for prospective educators; 5) state education association services for prospective educators; 6) association placement services for elementary and secondary educators; 7) professional and private placement agencies; 8) independent, federal, and international opportunities; 9) clearinghouses for positions with innovative schools; 10) nonteaching careers in education with state departments of education, the U.S. Office of Education, commercial firms including textbook publishers and multimedia and curriculum development firms, and educational research facilities, including regional educational laboratories and research and development centers; and 11) graduate fellowships and assistantships for returning to school. Five appendixes include a letter of inquiry, a letter of application, a sample resume, addresses of federal job information centers, and requirements for aliens teaching in the United States. (MBM)

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Career Guide Series (informative brochures on specific education careers)

Career Reprint Series (articles related to specific education issues)

EPIC Newsletters (issues on education staffing)

Scholarship, Loan and Fellowship Information for Minority Students

To Teach or Not to Teach (career information for Black youth)

Una Causa Extraordinaria (career information for Chicano youth)

Youth and Careers in Education (national attitudinal study on youth career preferences)

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EDUCATORS' PLACEMENT GUIDE

National Center for Information on Careers in Education
1607 New Hampshire Avenue, N.W.
Washington, D.C. 20009

Phylis O. Greenfield
Research Assistant

January 1972

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EDUCATORS' PLACEMENT GUIDE

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INTRODUCTION

The oversupply of educational personnel in America has received much publicity. The reasons for the glut have been stated and restated: the nation's economic crisis, end of the baby boom, local budgetary restrictions, minimal staff turnover, and the failure of education programs to control admissions. All of these factors have contributed to an employment situation which clearly indicates that there are more individuals currently trained to teach than there are appropriate positions available.

The need for positive action on behalf of educational personnel is clearly indicated. For all the reasons outlined above, inexperienced and experienced educators need assistance in obtaining positions--whether they are the first or fourth in their career. Locating a position in education is a difficult task at best and with the current manpower conditions, prospective educators must know how to play and win the employment game.

The National Center for Information on Careers in Education hopes this guide will help eliminate some of the questions involved in obtaining employment in education. In addition, the guide will suggest other equally challenging outlets if sought-after positions in the education community cannot be acquired.

I. TRENDS IN EDUCATION STAFFING

Supply and Demand

"TOO MANY TEACHERS...NO VACANCIES...APPLICATIONS UP 100%..." These descriptive expressions all but tell the story to thousands of qualified teachers who have been turned away from public and private school systems due to the change in the manpower required to fill our nation's classrooms. Recent employment statistics on teacher supply and demand indicate that more individuals are currently trained to teach than there are appropriate positions available.

The U.S. Bureau of Labor Statistics has estimated that if past patterns hold true, some 4.2 million individuals will be looking for teaching jobs between now and 1980. Meanwhile, the Bureau says, it will take only 2.1 million teachers to replace those who retire, die, or leave the profession during that time period and fewer than 200,000 to fill new openings during the decade of the seventies.

Convincing as these figures are, they tell only part of the story. Referring to the teacher supply and demand picture, the U.S. Office of Education recently stated: "There is a very real danger that these not unexpected, limited surpluses will blind us to the fact that in several important subject areas, at some grade levels, in specific kinds of schools and in certain geographic regions, critical shortages of adequately trained personnel still exist."

Shortage Areas

Manpower shortages plague the fields of career education and special education. The same is true for early childhood/pre-school education programs and several specific teaching specialties. Effective, sensitive administrators and pupil personnel workers (counselors, psychologists, social workers) are in short supply as are adequately prepared trainers of teacher trainers.

A recent survey of state certification officials, conducted by the National Center for Information on Careers in Education, supports the need for teachers in specific educational areas.

Thirty-one of the fifty states responding to the survey reported a shortage of workers for their special education programs. This need for educators to work with the handicapped and/or exceptional child includes teachers, therapists, and other specialists. Twenty-three states indicated staff deficiencies in the career education and industrial arts fields. Initiation and expansion of vocational-technical education programs has brought about a substantial need for instructors with appropriate backgrounds and training to work at the high school level and in some occupational specialties with our community colleges.

There is evidence of need for instructors in the developing curricular areas: environmental education, cultural studies, adult education, and bilingual education. Questions do arise regarding the type of preparation which individuals filling these positions should possess. Additionally, the growth of day care centers, nursery schools, and other related programs, both within the public and private school settings, have increased the need for specialists to work with the young child.

According to the study, one-fifth of the states report shortages in both mathematics and science specialties.

The surplus picture does not hold any special surprises. Social studies and history teachers dominate the oversupply side of the scales with language arts and foreign language teachers moving rapidly towards this category. Other than the early childhood specialty indicated earlier, current supplies of elementary teachers appear adequate to meet immediate needs. All employment statistics indicate a need to recruit additional male teachers to work in the elementary setting.

Special Needs

Schools in low-income areas, both urban and rural, continue to be manned in many instances by personnel emotionally unprepared and academically untrained to work effectively with these students.

Effective, sensitive educators must be recruited from our inner-cities and distant rural regions. More Black, Chicano, Indian, Oriental, and Puerto Rican teachers are needed to respond to the educational needs of students in these unique environments.

The problem in educational staffing has shifted from the number of people available to the quality and diversity of the people who choose teaching careers, the professional preparation they receive, and their ability to perform effectively in situations they encounter. The competition for teaching positions, to say the least, is extremely keen. All candidates find their personal qualifications and professional preparation carefully evaluated by prospective employers. A rise in the quality of the American teacher is imminent as positions are being granted to the strongest candidates on the basis of ability, creativity, and evidence of a strong desire to work with young people. The qualitative effects of our current employment situation will be felt throughout this decade.

II. CERTIFICATION

The basic certification requirement in most states is the bachelor's degree with full certification requirin a master's degree or completion of a five-year program in some areas. Certification requirements can be met whil in college by:

Enrollment in a teacher preparatory program majoring in elementary or secondary education

or

Enrollment in a liberal arts curriculum at a college or university with the completion of appropriate education credits

Each state may vary slightly in its certification requirements. Many colleges and universities prepare their prospective teachers for certification only in the state in which they are located. Many states, however, have reciprocal certification agreements.

To avoid disappointment on the basis of the basics--credentials--the certification officer should be contacte early in seeking a teaching position. The following individuals will be able to furnish accurate certification requirements for their particular state:

ALABAMA

W. Morrison McCall, Director
Teacher Education & Certification
State Department of Education
Montgomery, AL 36104

ALASKA

Mrs. Roberta Dowell, Coordinator
Teacher Education & Certification
State Department of Education
Pouch F
Juneau, AK 99801

ARIZONA

John A. Freestone, Director
Certification Division
Capitol Building, Room 27
Arizona Department of Education
Phoenix, AZ 85007

ARKANSAS

Austin Z. Hanner
State Certification Officer
Instructional Services
State Department of Education
Little Rock, AR 72201

CALIFORNIA

George Gustafson, Executive Secretary
Bureau of Teacher Educ. & Certification
State Department of Education
1020 O Street
Sacramento, CA 95814

COLORADO

Otto G. Ruff, Supervisor
Teacher Education & Certification
State Department of Education
414 State Office Building
Denver, CO 80203

CONNECTICUT

Peter L. LoPresti, Chief
Bureau of Teacher Preparation & Certification
State Department of Education
P.O. Box 2219
Hartford, CT 06115

DELAWARE

Dr. Elizabeth C. Lloyd, Director
Teacher Educ. & Professional Standards
Program Dev. & Compensation Education
State Department of Public Instruction
Townsend Building
Dover, DE 19901

DISTRICT OF COLUMBIA

Dr. Solomon J. Kendrick, Chief Examiner
Board of Examiners
Department of Personnel
District of Columbia Public Schools
415 12th Street, N.W.
Washington, D.C. 20004

FLORIDA

Mrs. C. Wylie Poag, Sr.
Teacher Certification
State Department of Education
Tallahassee, FL 32304

GEORGIA

Ted Owens, State Certification Officer
State Office Building
State Department of Education
Atlanta, GA 30334

HAWAII

Charles Kitaoka, State Cert. Officer
State Department of Education
P.O. Box 2360
Honolulu, HI 96804

IDAHO

Dorcey S. Riggs, Director
Teacher Education & Certification
State Department of Education
Room 206, State House
Boise, ID 83707

ILLINOIS

Vito Bianco, State Cert. Officer
State Teacher Certification Board
212 East Monroe
Springfield, IL 62706

INDIANA

Dr. Clifford Grigsby, Director
Teacher Education & Certification
State Department of Public Instruction
State House, Room 232
Indianapolis, IN 46204

IOWA

Orrin Nearhoof, Director
Div. of Teacher Educ. & Certification
State Department of Public Instruction
Des Moines, IA 50319

KANSAS

Hany Dean, State Cert. Officer
120 East 10th Street
State Department of Education
Topeka, KS 66612

KENTUCKY

Sidney Simandle, Director
Division Teacher Educ. & Certification
State Department of Education
Frankfort, KY 40601

LOUISIANA

James DeLee, Director
Teacher Education, Certification,
and Placement
Box 44064
State Department of Education
Baton Rouge, LA 70804

MAINE

J. Wilfrid Morin, Director
Bureau of Professional Services
State Department of Education
Augusta, ME 04330

MARYLAND

Miss Eleanor T. Rice, Chief
Certification Office
Maryland Department of Education
301 West Preston Street
Baltimore, MD 21201

MASSACHUSETTS

David H. Fitzpatrick, Director
Teacher Certification & Placement
State Department of Education
182 Tremont Street
Boston, MA 02111

MICHIGAN

Dr. Lee Lanberry
State Certification Officer
State Department of Public Instruction
Lansing, MI 48902

MINNESOTA

George B. Droubie, Director
Teacher Certification
State Department of Education
612 Capitol Square
St. Paul, MN 55101

MISSISSIPPI

Russell J. Crider, Supervisor
Teacher Education, Certification,
and Placement
P.O. Box 771
State Department of Education
State Office Building
Jackson, MS 39205

MISSOURI

Dr. Paul R. Greene, Director
Teacher Education & Certification
State Department of Education
Jefferson City, MO 65101

MONTANA

John P. Sostrom
Office of the State Superintendent
of Public Instruction
Helena, MT 59601

NEBRASKA

D. G. Hayek
Teacher Education & Certification
State Department of Education
233 South 10th Street
Lincoln, NE 68508

NEVADA

Robert L. Lloyd, Associate Superintendent
Division of Operations
Nevada State Department of Education
Carson City, NV 89701

NEW HAMPSHIRE

Harvey E. Harkness, Jr., Director
Teacher Education & Certification
State Department of Education
Concord, NH 03301

NEW JERSEY

Dr. Ward Sinclair
Teacher Education & Certification
State Department of Education
225 West State Street
Trenton, NJ 08625

NEW MEXICO

Mrs. Helen M. Westcott
Certification Officer
Division of Certification
State Department of Education
Santa Fe, NM 87502

NEW YORK

Charles C. Mackey, Jr.
State Certification Officer
Division Teacher Education & Certification
State Education Department
Twin Towers Building, Room 1941
99 Washington Avenue
Albany, NY 12224

NORTH CAROLINA

Dr. J. P. Freeman, Director
Div. of Teacher Education & Certification
State Department of Public Instruction
Raleigh, NC 27602

NORTH DAKOTA

Raymond W. Bangs, Director
Teacher Certification
State Department of Public Instruction
Bismarck, ND 58501

OHIO

Paul W. Hailey, Director
Div. of Teacher Education & Certification
616 State Office Building
65 South Front Street
Columbus, OH 43215

OKLAHOMA

Ronald Carpenter, Administrator
Div. of Teacher Education & Certification
State Department of Education
Oklahoma City, OK 73105

OREGON

Grant J. Mills, Coordinator of Certification
Board of Education
942 Lancaster Drive, N. E.
Salem, OR 97310

PENNSYLVANIA

William L. Charlesworth, Director
Bureau of Teacher Education
State Department of Public Instruction
Box 911
Harrisburg, PA 17126

PUERTO RICO

Maria Archeval, Assistant Secretary
of Personnel
Department of Education
Hato Rey, PR 00900

RHODE ISLAND

Kenneth P. Mellor, State Certification
Officer
Rhode Island Department of Education
Roger Williams Building
Hayes Street
Providence, RI 02908

SOUTH CAROLINA

Joseph W. Davis, State Certification Officer
State Department of Education
Columbia, SC 29201

SOUTH DAKOTA

L. N. Pier, State Certification Officer
Div. of Teacher Education & Certification
State Department of Public Instruction
Pierre, SD 57501

TENNESSEE

A. B. Cooper, Director
Teacher Education & Certification
State Department of Education
123 Cordell Hull Building
Nashville, TN 37219

TEXAS

Dr. Tom Walker, State Certification Officer
Texas Education Agency
Austin, TX 78711

UTAH

Vere A. McHenry, Administrator
Division of Teacher Personnel
State Board of Education
University Club Building
Salt Lake City, UT 84111

VERMONT

Mrs. Ingrid Wackernagel
State Certification Officer
State Department of Education
Montpelier, VT 05602

VIRGINIA

A. Gordon Brooks, Director
Teacher Education
State Department of Education
Richmond, VA 23216

WASHINGTON

Wendell C. Allen, Assistant Superintendent
Teacher Education & Certification
State Office of Public Instruction
Old Capitol Building
Olympia, WA 98504

WEST VIRGINIA

Thomas J. McGinnis, Jr., Director
Division of Teacher Certification
State Department of Education
Charleston, WV 24305

WISCONSIN

Albert Moldenhauer, State Certification Officer
State Department of Public Instruction
126 Langdon Street
Madison, WI 53702

WYOMING

Elmer L. Burkhard, Director
Division of Certification & Placement
State Department of Education
Cheyenne, WY 82001

ST. THOMAS - ST. JOHN - ST. CROIX

*Mrs. Rita B. Marten
Personnel Officer
Department of Education
St. Thomas, VI 00801

*Certification = Commissioner of Education and the Virgin Islands Board of Education

AMERICAN SAMOA

Milton deMello, Director of Education
Department of Education
Pago Pago, American Samoa 96920

Placement Director: Pita F. Sunia (Add. Above)

Alien Certification

Each state determines regulations concerning the employment of foreign educators. Appendix E contains a brief state-by-state breakdown of these requirements. For detailed state rulings concerning alien employment, please contact the state's certification officer.

III. INEXPERIENCED AND EXPERIENCED TEACHER CANDIDATES

Inexperienced Teacher Candidates

For the new graduate, the tight job market is one more condition added to an already anxious time in a young person's life. After four or more years of college, graduates suddenly find themselves in the position of having to leave the "safety" of the college campus for the much less secure world of work. Unfortunately, most graduating seniors are extremely naive about the job hunting process. In order to become acquainted with the various nuances of the educational job market, it is extremely important that they fully avail themselves of the services of their institution's placement services. Through these services they can obtain a wide variety of assistance which can and does help them overcome many of the problems inherent in job hunting. Following is a list of suggestions that we would have for a new person attempting to enter the teaching profession for the first time:

1) Approach the job hunting process with at least the following information: (a) what you can be certified to teach, and (b) when you will be available for employment.

2) Maintain as much flexibility as possible in all aspects of the process. Try not to limit yourself geographically, in your grade level selections, school size, and in teaching responsibilities. Each time you restrict yourself in any of these areas you make the chances of your obtaining a position that much more difficult.

3) With the tight job market it is necessary to be willing to work hard to find employment. Unless you give it a concerted effort and explore all possibilities, it is possible that you may not be able to find a position.

4) Prepare a standard letter of inquiry (appendix A) and a standard letter of application (appendix B). The letter of inquiry should be sent to districts in which you are interested in determining if they have any positions for which you might be qualified. The letter of application is for use in applying to a district for a position that you already know is available.

5) Develop a one-page resume (appendix C) of your training and any past experience you might have had that would be helpful to an educational employer. This resume should be used with both your letter of inquiry and your letter of application. It should contain the address where your formal credentials may be obtained. By using letters of inquiry and one-page resumes you are able to survey a broad area of educational employers without having to go to the expense of mailing sets of credentials from your placement office. This procedure, once frowned upon in education, is now becoming quite commonplace, and is a well accepted means of surveying job possibilities.

6) Be very careful in preparing your letters of inquiry and application, in preparing your resume, and in preparing the nonconfidential part of your credentials. With employers getting more applications for each vacancy they have, many, out of desperation, are using neatness and clarity of letters, resumes, and credentials as discriminating items while sorting through applications. This may not seem like a particularly appropriate discriminator, but it is being used and candidates should be aware of it.

7) If you have special restrictions on where you may go or on what you will teach, you should see your placement officer immediately so that together you can work out a strategy for covering all possibilities within the restrictions you have placed on your employment.

8) Prepare all materials and begin actively looking for a job immediately upon the start of the new school year. The teacher recruitment season starts very early and many districts want to fill their known vacancies early in the second semester. Thus, in order to have your credentials visible for as long a period as possible, you should get everything ready and begin inquiries and applications by the first of October of each year.

9) Be sure you have recommendations in your credential file. On paper, all inexperienced teachers look very much alike and it is extremely difficult for employers to discriminate between candidates. They will usually go with the candidates who have current recommendations in their file, since this does provide them with an additional input.

Experienced Teacher Candidates

The teacher out in the field is the most often neglected person in the job hunting process. It is automatically assumed by most people that once a teacher takes his first job, all subsequent moves are easily made. This is far from the actual situation and is just another example of the naivete exhibited by people in the educational realm. Experienced teachers are feeling, and will continue to feel, the pinch of the tightened job market just as much as the inexperienced teacher. With bond issues and tax referendums not being easily passed, the financial condition of many school districts prohibits them from actively seeking experienced people for their staff. The economic conditions are forcing employers to disregard long held notions about the increased likelihood of competence in experienced people over inexperienced people. Employers are finding it increasingly difficult to justify to their school board the hiring of a $12,000 teacher when they have a large number of qualified, inexperienced applicants, any one of whom could be hired for $4,000 less. This is just one example of the special kinds of problems faced by experienced teachers as they look for relocation. These special problems require certain behaviors from the candidates if they are to be successful in relocation. Following are some suggestions for the experienced teacher as he looks for another position:

1) Keep in close contact with your college placement office after you graduate and take your first job. It is very important that you keep your recommendations and credentials as up to date as possible. The closer you keep in touch with your placement office the better they can get to know you and the better they can help you.

2) It is highly desirable to make your decisions about moving as early in the school year as possible. Most experienced candidates have a tendency to wait until they are into the second semester before reactivating their credentials. Many vacancies open early and employers searching through placement files do not get a chance to view papers of experienced people. Therefore, it would be a good idea to activate your papers as soon as possible so that your credentials and thus your candidacy is visible to employers for a longer period of time.

3) It is sometimes wise to make certain career decisions as early as possible. Most districts limit the number of years of experience one can bring to a new position. Thus, teachers who go much beyond their eighth year on salary schedules must many times suffer some monetary loss in terms of salary during relocation. Realizing that this is not always possible, we offer it only as something that one should keep in mind as he thinks about other jobs in other areas that he might want to consider at some time.

4) You should notify your present employer that you are looking for a new position. This is desirable for at least three reasons:

a) Your employer can oftentimes be of considerable assistance to you in searching for a new position. The informal contacts between educational employers is still a valid tool in the job hunting procedure.

b) It is almost a necessity to receive a recommendation from your current employer. So, if you are going to have to ask him for a recommendation, it is advisable that you tell him why you want him to write one for you. It is not a good idea to have your employer learn of your application at other schools from another administrator who calls to check on your performance.

c) It is just plain ethical behavior on your part to notify your present employer that you are looking. This will help him in being able to better plan his own staff needs and give him adequate time to look for your replacement.

5) Certain suggestions appropriate to new candidates are also appropriate for the experienced teacher:

a) You should prepare a letter of inquiry (appendix A), a letter of application (appendix B), and a one-page resume of your training and experience (appendix C). The fact that you have experience does not exclude you from having to go through the same process as beginning teachers in applying for positions. Consequently, if you have these materials prepared and ready for mailing, you are just one step ahead in the process.

b) Credentials and all other materials should be neatly and properly completed. Even in jobs calling for experienced people only, the competition is keen, and any additional discriminator you set before an overworked employer might be used.

c) If you are forced to limit your job parameters in any way, contact your placement office immediately. This will give them an opportunity to discuss with you the things that you and the office can do to enhance your chances for finding a position within your limits.

By following these suggestions the experienced teacher should significantly enhance his chances of relocating satisfactorily. If they are not followed, opportunities for relocation can be very hard to find. Schools need to build their staffs around solid experienced people. Be sure to give employers a chance to know you and give yourself a chance to find out about them, too.

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IV. STATE GOVERNMENT SERVICES FOR PROSPECTIVE EDUCATORS

States are increasingly seeing the need to develop placement assistance for potential educators. Thirty-three states and the District of Columbia maintain placement or referral assistance services for educators. The individual indicated in each listing will be able to assist the educator with placement or referral information:

ALABAMA	O.M. Bratton/State Teacher Placement Div./Department of Education/ Montgomery, AL 36104
ALASKA	Mrs. Roberta Dowell, Coordinator/Teacher Education & Certification/Department of Education/Pouch F/Juneau, AK 99801
ARIZONA	John A. Freestone, Director/Certification Div./Department of Education/ State Capitol, Room 27/Phoenix, AZ 85007
ARKANSAS	Austin Z. Hanner, State Certification Officer/Department of Education/ State Education Building/Little Rock, AR 72201
COLORADO	Mrs. A. Ernestine Boss, Supervisor of Teacher Placement Service/Division of Employment/251 East 12th Avenue/Denver, CO 80203
CONNECTICUT	Bureau of Educational Management and Finance/State Department of Education/ Hartford, CT 06115/information on vacancies, no placement
DELAWARE	Dr. Elizabeth C. Lloyd, Director/Teacher Education and Professional Standards/ Teacher Education and Compensatory Education/State Department of Public Instruction/Townsend Building/Dover, DE 19901
FLORIDA	Jerry Chapman, Administrator/Recruitment of Educational Personnel/State Department of Education/Tallahassee, FL 32304
GEORGIA	Robert G. McCants, State Placement Director/Recruitment and Special Programs Division/Teacher Education and Certification/230 State Office Building/ Atlanta, GA 30334
HAWAII	Charles Kitaoka, State Certification Officer/P.O. Box 2360/Honolulu, HI 96804
IDAHO	Ken Dickinson, Teacher Placement Officer/State Department of Employment-- Teacher Placement Service/305 Main Street/Boise, ID 83707
KENTUCKY	Dr. Sidney Simandle, Director/Division of Teacher Education and Certification/ State Department of Education/Frankfort, KY 40601
LOUISIANA	Dr. James DeLee, State Teacher Placement Director/P.O. Box 44064/Baton Rouge, LA 70804/referral service only
MAINE	J. Wilfrid Morin, Director/Bureau of Professional Services/State Department of Education/Augusta, ME 04330
MARYLAND	A. Dale Swecker, Specialist in Teacher Recruitment/State Department of Education/ State Office Building/301 West Preston Street/Baltimore, MD 21201
MASSACHUSETTS	David L. Fitzpatrick, State Certification Officer/Department of Education/ 182 Tremont Street/Boston, MA 02111
MICHIGAN	Clarence Underwood, Jr./Recruitment and Training Division/Teacher Referral Service/State Department of Education/P.O. Box 420/Lansing, MI 48902
MINNESOTA	E. O. Berhow, Director/State Teacher Placement Bureau/611 Capitol Square Building/ St. Paul, MN 55101
MONTANA	G. Fillinger, Teacher Placement Officer/Teacher Placement Division/State Employment Service/Box 1728/Helena, MT 59601

NEW HAMPSHIRE	Harvey F. Harkness, Jr./State Certification Officer/Department of Education/ Concord, NH 03301 - also - State Department of Employment Security/ 32 South Main Street/Concord, NH 03301
NEW JERSEY	New Jersey State Employment Service/80 Mulberry Street/Newark, NJ 07102 - also - the county superintendents supply information about teacher vacancies in their school districts
NEW MEXICO	Mrs. Helen M. Westcott/Division of Certification/State Department of Education/ Santa Fe, NM 87501
NEW YORK	State Department of Labor/Teacher Placement Division/State Capitol Building/ Albany, NY 12210
NORTH DAKOTA	R. W. Bangs, State Certification Officer/Department of Public Instruction/ Capitol Building/Bismarck, ND 58501
OKLAHOMA	State Employment Service/Teacher Placement Section/212 Will Rogers Building/ Oklahoma City, OK 73105
PENNSYLVANIA	Dr. William L. Charlesworth, State Certification Officer/Bureau of Faculty and Student Services/P.O. Box 911/Department of Education/Harrisburg, PA 17126
RHODE ISLAND	Kenneth P. Mellor, State Certification Officer/Department of Education/ 25 Hayes Street/Providence, RI 02908
SOUTH CAROLINA	Joseph W. Davis, State Certification Officer/Department of Education/ Columbia, SC 29201
SOUTH DAKOTA	L. N. Pier, State Certification Officer/Department of Public Instruction/ Pierre, SD 57501
VERMONT	Mrs. June A. Centybear, State Placement Director/Department of Education/ Montpelier, VT 05602
WEST VIRGINIA	Nancy C. Walker, Director of Data Processing/State Department of Education/ 1900 Washington Street, East/Charleston, WV 25305
WISCONSIN	Teacher and Professional Placement/Labor and Human Relations/State Department of Industry/Madison, WI 53702/ and placement offices in teacher training institutions
WYOMING	Elmer L. Burkhard, Director/Division of Certification and Placement/State Department of Education/Capitol Building/Cheyenne, WY 82001
DISTRICT OF COLUMBIA	Dr. Solomon J. Kendrick/Board of Examiners/415 12th Street, N.W./ Washington, DC 20004
VIRGIN ISLANDS	Mrs. Rita B. Martin, Personnel Officer/Department of Education/St. Thomas, VI 00801
AMERICAN SAMOA	Pita F. Sunia, Territory Teacher Placement Director/Department of Education/ Pago Pago, American Samoa 96920

V. STATE EDUCATION ASSOCIATION SERVICES FOR PROSPECTIVE EDUCATORS

State education associations recognize the need to assume an active role of assistance in helping educators secure positions. In most instances, state associations make their placement services available to both members and nonmembers. The fee, if there is one, may be slightly higher for nonmembers. Listed below are state education associations and their services.

ALABAMA

Placement and listing service for teachers and administrators. Collects personal data on applicants and contacts employers. Regular vacancy notices sent to applicants, March-August. Available to members and nonmembers. No fee. Inquiries: Director of Professional Affairs and Teacher Placement, Alabama Education Association, 422 Dexter Avenue, Box 4177, Montgomery, AL 36104.

CALIFORNIA

Placement and referral service for teachers and administrators. Establishes confidential file on applicant, contacts employers, notifies qualified applicants of suitable vacancies. Nonmembers from out-of-state may qualify by paying $15 toward CTA membership dues. Fee: $10 registration, plus one-and-a-half percent of first-year's salary for placement or one-half of first-year's salary for supplying file only. Inquiries: Director of Placement, California Teachers Association, 1705 Murchison Drive, Burlingame, CA 94010.

FLORIDA

Listing service for teachers and administrators. Sends periodic vacancy notices to applicants. Personal data on applicants sent to school systems with vacancies. Available to members and prospective members (beginning teachers or out-of-state applicants). Fee: $75 for placement of nonmembers. Inquiries: Mrs. Edna Tait, Teacher Placement Specialist, Florida Education Association, 208 West Pensacola Street, Tallahassee, FL 32304.

GEORGIA

Georgia Employment Information Services for teachers and administrators establishes confidential file on applicant and sends to employers at applicant's request. Weekly vacancy notices sent to applicants February-August. Available to members and nonmembers. Fee: Non-GAE members $15. Inquiries: Director of Student Programs and Placement, Georgia Association of Educators, 197 Central Avenue, S.W., Atlanta, GA 30303.

IOWA

Listing service for teachers and administrators. Establishes confidential file on applicant and sends to employing individuals. Weekly vacancy notices sent to applicants. Available to members only. Associate memberships available to teachers not teaching in Iowa. Associate membership is $10, registration fee $10, total of $20 for out-of-state teachers. Inquiries: ISEA Employment Information Service, Iowa State Education Association, 4025 Tonawanda Drive, Des Moines, IA 50312.

KENTUCKY

Listing service for teachers and administrators. Carries a list of vacancies and sends list of applicants to employers. Available to members only. No fee. Listing service is active for months of May, June, July, and August only. Inquiries: Director of Special Services, Kentucky Education Association, 101 West Walnut Street, Louisville, KY 40202.

NEW HAMPSHIRE

Listing service for teachers and administrators. Monthly vacancy notices sent to applicants, February-June. List of applicants available to employers. Available to members and nonmembers. No fee. Inquiries: New Hampshire Education Association, 103 North State Street, Box 800, Concord, NH 03301.

OREGON

Complete placement and referral service for teachers and administrators. Establishes confidential file on applicant, notifies applicant of suitable vacancies, sends file to employers at request of applicant or employer. Available to members and nonmembers. No fee for members enrolled for last 10 consecutive years; nonmembers fees as follows: $25 registration, plus $125 for placement or $35 for supplying file only. Inquiries: Association Director, Membership and Placement, Oregon Education Association, One Plaza Southwest, 6900 S.W. Haines Road, Tigard, OR 97223.

TENNESSEE

Listing service for teachers and administrators. Basic information on applicants sent to school systems periodically. Available to members and nonmembers. Fee: $2 for members; $5 for nonmembers. Inquiries: Director of Field Services, Tennessee Education Association, 598 James Robertson Parkway, Nashville, TN 37219.

TEXAS

Listing service for teachers and administrators. Carries listing of vacancies for applicants and sends teacher applications to employers at employers' request. Available to members and nonmembers. Fee: $5 for nonmembers. Inquiries: Teacher Registration, Texas State Teachers Association, Special Services Division, 316 West 12th Street, Austin, TX 78701.

VERMONT

Listing service for teachers and administrators. Periodic vacancy notices sent to applicants, January-May. Available to members and out-of-state nonmembers. No fee. Inquiries: Vermont Education Association, Box 567, Montpelier, VT 05602.

VIRGINIA

Listing service for teachers and administrators. Basic information on applicants sent to school systems. Available to members and nonmembers. Fee for nonmembers: $15 registration, plus $25 for placement. Inquiries: Director, Division of PR & R, Virginia Education Association, Gamble's Hill, 116 South Third Street, Richmond, VA 23219.

WASHINGTON

Listing service for teachers and administrators. Periodic vacancy notices sent to applicants, March-September. Available to WEA members (no fee): to nonmembers ($25 fee). Inquiries: Teacher-Position Listing Service, Washington Education Association, Seattle, WA 98101.

VI. ASSOCIATION PLACEMENT SERVICES FOR ELEMENTARY AND SECONDARY EDUCATORS

Educators often become active in the professional associations identified with their area of specialization. A number of associations and their respective placement services are listed below. Each placement service should be contacted individually for further information on its services.

	Matches Applicant w/ Career Opports.	Maintains Credential File	Cost For Services	Membership Required	Placement Service at Annual Meeting	Publication + Frequency of Distribution
*American Association of Collegiate Registrars and Admissions Officers Placement Service One Dupont Circle, N.W. Washington, D.C. 20036		X	$20 studs. $5		X	
American Association for Health, Physical Education, and Recreation Placement Service 1201 16th Street, N.W. Washington, D.C. 20036	X	X		X	X	
*American Association of Junior Colleges Career Staffing Center P.O. Box 298 Alexandria, VA 22314	X	X	$15 +		X	Career Staffing Center Listing + Annual Booklet
*American Association of University Professors Placement Service One Dupont Circle, N.W. Washington, D.C. 20036			X			Teachers Available also Academe Monthly
*American College Public Relations Association Placement Service One Dupont Circle, N.W. Washington, D.C. 20036			$15		X	Placement Letter Annually
*American Educational Theatre Association Placement Service 1317 F Street, N.W. Washington, D.C. 20004	X	X	$15	X	X	AETA Placement Service Listings Monthly
*American Institute of Physics Placement Service Supervisor 335 East 45th Street, N.W. New York, NY 10017	X	X			X	Summary of Academic Openings Quarterly
*American Political Science Association Placement Service 1527 New Hampshire Avenue, N.W. Washington, D.C. 20009	X	X	$6	X	X	Newsletter Monthly
American Personnel and Guidance Association Placement Service 1607 New Hampshire Avenue, N.W. Washington, D.C. 20009			$10	X	X	Guidepost Nine Issues Annually
Association for Educational Communications and Technology Placement Service 1201 16th Street, N.W. Washington, D.C. 20036	X			X	X	ECT Newsletter Monthly

	Matches Applicant w/ Career Opports.	Maintains Credential File	Cost For Services	Membership Required	Placement Service at Annual Meeting	Publication + Frequency of Distribution
*Conference on College Composition Placement Service 1111 Kenyon Road Urbana, IL 61801		X	$3	X	X	
*Conference on English Education Placement Service 1111 Kenyon Road Urbana, IL 61801		X	$5	X	X	
Council for Exceptional Children Personnel Recruitment Division 1411 South Jefferson Davis Highway, Suite 900 Arlington, VA 22202			$1.50 studs. $1		X	Personnel Recruitment Bulletin Biannually
*Modern Language Association Job Information Placement Service 62 Fifth Avenue New York, NY 10011			$10 member $15 non-member.		X	Job Information Listing Quarterly + Supplements
*National Association of Educational Broadcasters Professional Services 1346 Connecticut Avenue, N.W. Washington, D.C. 20036	X	X	$15	X	X	Job Information Exchange Bimonthly
*National Association of Women Deans and Counselors Placement Service 1201 16th Street, N.W. Washington, D.C. 20036			X	X	X	
National School Public Relations Association School Public Relation Personnel Clearinghouse 1201 16th Street, N.W. Washington, D.C. 20036	X	X		X	X	
*Speech Communication Association Placement Service Statler Hilton Hotel New York, NY 10001	X	X	$20	X	X	Placement Service Bulletin Monthly

*Services primarily designed to assist individuals secure positions in higher education settings.

Below are additional professional associations which maintain placement services or assist those seeking placement in educational settings.

American Association of Teachers of French

Maintains a Placement Bureau reserved to members. Annual registration fee (September 1 - August 31) $15. No further commission. Write to: Placement Bureau, AATF National Headquarters, 59 East Armory Avenue, Champaign, IL 61820.

American Association of Teachers of Spanish and Portuguese

Maintains Placement Bureau. For information concerning services write to: Dr. Lowell Dunham, Director, AATSP Placement Bureau, 780 Van Vleet Oval, Kaufman Hall 202, University of Oklahoma, Norman, OK 73069.

American Mathematical Society

Mathematical Sciences Employment Register, maintained by the American Mathematical Society, the Mathematical Association of America, and the Society for Industrial and Applied Mathematics, functions as a year-round service for mathematical scientists. Lists of positions and applicants are published three times a year, and an open Register where interviews are scheduled is held in January at the annual meetings. Complete information may be obtained by writing to the Employment Register, P.O. Box 6248, Providence, RI 02904.

*Association for Education in Journalism

Maintains a placement service limited to its 1200 members. It is essentially a placement listing published quarterly in the AEJ Newsletter issued by the Office of the Executive Secretary, 425 Henry Mall, University of Wisconsin, Madison, WI 53706.

*College English Association

Maintains an active Bureau of Appointments for members who wish to register for a one-year listing. A nominal fee ($5) is charged to cover the cost of postage and telephone. If interested, write: Director, Bureau of Appointments, Rutgers University, 38 James Street, Newark, NJ 07102.

International Reading Association

Placement service in operation only at time of annual convention each spring. Resumes must be submitted on IRA form available from this office. Resume and job vacancy information open to all attending the convention. IRA does not establish contact between employers and employes except for the listing of job openings and candidates at the convention. Most jobs and candidates listed are in field of reading at all educational levels. Write to: Placement Service Coordinator, IRA, 6 Tyre Avenue, Newark, DE 19711.

*National Association of Educational Buyers (NAEB)

Dedicated to professional education of business office personnel. Although no formal placement service is maintained, personal assistance is rendered to individuals and institutions. For further information, write to: NAEB, 111 Cantiague Rock Road, Westbury, NY 11590.

*Primarily geared for assisting individuals desiring placement in higher education settings.

VII. PROFESSIONAL AND PRIVATE PLACEMENT AGENCIES

Professional Placement Associations

ASCUS: Association for School, College and University Staffing

ASCUS is a professional organization consisting of many schools, colleges, and universities. The association facilitates placement and hiring for both the schools and the potential employe. The ASCUS Annual, a directory of public school systems belonging to the association, is published annually. It also contains hints for seeking educational employment.

Plcement directors in each member institution make available the ASCUS Annual to individual students. If the institution does not belong to ASCUS, or if the individual is no longer in school, an ASCUS Annual may be ordered for $5, prepaid, from:

ASCUS Center
14 East Chocolate Avenue
Box G
Hershey, PA 17033

Those seeking placement in higher education might find registration with a placement organization helpful. The Cooperative College Registry and the Educational Career Service are two such groups.

Cooperative College Registry

Faculty and administration openings in all specialties, at all ranks including department chairmanships. Ph.D./ABD preferred for most positions; MA minimum for registration. Experience in lieu of advanced degrees is generally acceptable for nonacademic administrative positions. CCR, a nonprofit educational organization, now serves colleges and universities throughout the United States and overseas, matching applicants' qualifications to position requirements, thus protecting confidentiality. Information is also on file for various professional associations and their placement activities. For further information and registration form write: the Cooperative College Registry, One Dupont Circle, Suite 10, Washington, DC 20036.

Educational Career Service

As a nonprofit membership organization operating on a nationwide basis, Educational Career Service offers a unique specialized recruitment and placement service both to individuals and to institutions. Searching and matching activities embrace almost all academic disciplines and administrative categories. There are no placement fees. A nominal registration fee is the only charge for individual members. Institutional membership fees and search charges on request. Write to: Educational Career Service, 12 Nassau Street, Princeton, NJ 08540.

Private Placement Associations

Private teacher placement agencies can be utilized in the search for positions in education. They are usually profit-making organizations, and fees (usually a percentage of the first year's salary) may be charged. It is up to the applicant to secure as much information about the agency and its contractual arrangements prior to making a commitment.

VIII. INDEPENDENT, FEDERAL, AND INTERNATIONAL OPPORTUNITIES

Independent Opportunities

Independent schools provide elementary and secondary educators great variety in the kinds of academically oriented curricula they offer. Schools may be small or large; all boys, all girls, or coeducational; and traditional or experimental. Each school has something unique to offer the academician seeking diversity and challenge.

For further information on education careers in independent schools, contact the National Association of Independent Schools and request the booklet: "Teaching in the Independent Schools: A Career."

National Association of Independent Schools
Four Liberty Square
Boston, Massachusetts 02109

Federal Opportunities

ACTION/Peace Corps-Vista

Peace Corps

Experienced or inexperienced teachers of math, science or English as a second language, and teachers approaching retirement are needed for the Peace Corps. Educators are still the single largest group of volunteers; the greatest need is for certified men teachers, and for individuals with master's degrees.

The experienced educator or recent graduate certified to teach will discover that the Peace Corps is designed to take full advantage of the advanced skills and knowledge these individuals possess.

The Peace Corps prefers that applications be submitted four months in advance of actual desired starting date.

Vista

Volunteers in Service to America

VISTA volunteers work in education with those who need it most. They work in programs sponsored by Community Action agencies, churches, schools, and grass-roots organizations. Their teaching rarely takes place in formal classroom settings. Volunteers may be involved in adult education classes in Appalachia, or high school equivalency courses for dropouts in Chicago. They may be working in bilingual education or a street academy, in tutorial programs or in a pre-school.

VISTA teachers are among some 4600 VISTA Volunteers from all ages and backgrounds. Volunteers serve one year, plus a short orientation and training period.

For more information about contributing your skills to either the Peace Corps or Vista, call the toll-free number: (800) 424-8580 or write to the regional office located nearest you:

ACTION/Peace Corps-Vista
Northeast Regional Office
408 Atlantic Avenue, Rm 211
Boston, MA 02210
(617) 223-7366

ACTION/Peace Corps-Vista
Southern Regional Office
348 Peachtree Street, NE
Atlanta, GA 30308
(404) 526-6825

ACTION/Peace Corps-Vista
Midwest Regional Office
536 Clark Street, Rm 1010
Chicago, IL 60605
(312) 353-4990

ACTION/Peace Corps-Vista
Western Regional Office
300 N. Los Angeles Street, RM 8420
Los Angeles, CA 90012
(213) 688-3471

Bureau of Indian Affairs
Department of Interior

The Bureau of Indian Affairs is responsible for the education of American Indian children who are not educated by public schools. In addition to an ongoing education program (K-12), the Bureau sponsors special programs in adult education. BIA teachers act as cross-cultural interpreters as well as instructors.

Arizona, New Mexico, Alaska, North Dakota, and South Dakota have the largest concentration of Indian population and schools, although there are often other Indian school teaching opportunities in California, Oklahoma, Oregon, Utah, Kansas, Florida, Mississippi, Montana, North Carolina, and Louisiana.

For further information on a career as an educator in a BIA school, please contact:

Federal Job Information Center
Albuquerque, New Mexico 87103

Federal Correctional Institutions

The average inmate in a federal correctional institution is under 30 years old with an educational level of fifth grade. He is a "double dropout," having dropped out of school and out of life outside the institution. Educational programs within the system are aimed at helping him make a success of his second chance at useful citizenship.

The Bureau of Prisons employs people in the field of remedial reading, library work, academic and vocational subjects, arts and crafts, recreation, guidance, supervisory and administrative work, occupational therapy, and research and development.

Since the educational program in federal prisons is geared to reaching people who haven't succeeded in conventional educational systems, teachers are allowed both freedom to try experimental methods in getting their ideas across and the time to do so.

Information on teaching in a federal correctional institution can be obtained through a Federal Job Information Center (appendix E).

International Opportunities

For those seeking international education careers in teaching and other areas, there are several possible routes to obtaining positions either in federal schools abroad, American-sponsored schools abroad, independent national schools, or American firms maintaining educational facilities for its employes.

Agency for International Development
Department of State

The Agency for International Development administers America's foreign aid program in developing countries. Education plays an important part in that program.

AID hires advisors in the field of elementary education, higher education, human resources development, teacher education, trade-industrial education, and vocational education. Classroom teaching alone does not provide the experience needed, and positions usually require advanced degrees and several years of administrative and program responsibility.

If you meet rigid professional standards, work with AID offers you the stimulation of working with other American and foreign professionals. Should you wish more information on this challenging area of educational endeavor, please contact:

Chief, Talent Search
Office of Personnel and Manpower
Agency for International Development
Washington, D.C. 20523

American Firms Abroad

Opportunities exist for teachers with American firms which maintain schools overseas. For example, Gulf Oil Corporation maintains schools for the children of its employes. The firms' schools are often small and the requirements for teaching quite strict. Most companies prefer that teachers have two to three years teaching experience.

Inquiries should be directed to the Vice President for Personnel Development at each firm's headquarters.

American-Sponsored Schools Abroad
Department of State

The State Department operates American-sponsored overseas schools staffed by both American and national personnel. Recent statistics show that 53.2 percent of the educational personnel have been U.S. citizens. For further information, request the booklet entitled:

"Overseas American Elementary and Secondary Schools
Assisted by the U.S. Department of State"

Office of Overseas Schools, A/OS
Room 901, SA-11
U.S. Department of State
Washington, D.C. 20520
(202) 632-3879

Institute of International Studies
U.S. Office of Education

Opportunities are available under the International Educational and Cultural Exchange Program for qualified American teachers either to teach for an academic year in elementary and secondary schools abroad or to attend summer seminars abroad. With the cooperation of American schools, teachers from other countries may teach for an academic year in the United States under the same program.

The program's purpose is to increase mutual understanding between the people of the United States and those in other countries by means of education and cultural exchange. The Institute of International Studies in the Office of Education helps administer the educational exchange program for teachers. The Institute staff reviews applications, arranges exchanges between American and foreign teachers, and recommends American candidates to the Department of State and the Board of Foreign Scholarships for grants to teach or to attend summer seminars abroad. For further information on the exchange program, please write for the booklet "Opportunities Abroad for Teachers 1972-73" at the following address:

Institute for International Studies
U.S. Office of Education
Washington, D.C. 20202

International Schools Service

The International Schools Service is a nonprofit organization coordinating the services of 100 American schools in Europe, Africa, the Middle East and the Far East. Two years teaching experience is usually necessary with a bachelor's degree. For more detailed information on these education career opportunities contact:

Director of Personnel
International Schools Service
147 East 50th Street
New York, NY 10022

Overseas Dependents Schools
Department of Defense

The Department of Defense operates Overseas Dependents Schools in 192 locations around the world. Teaching experience is required for instructional positions, and the number of applicants usually exceeds the number of positions open. Inquiries should be addressed to:

Department of Defense
Directorate for Dependents Education
ASD (M+RA)
The Pentagon
Washington, D.C. 20301

IX. CLEARINGHOUSES FOR POSITIONS WITH INNOVATIVE SCHOOLS

Three clearinghouses for information have been developed for experienced and inexperienced educators who find it difficult to function in traditional schools, and who are seeking alternative educational settings. As Stan Barondes of the Teacher Drop-Out Center states: "We have found, and are finding, schools around the country that fulfill the spirit and substance of a place in which to live and grow happily."

These three clearinghouses are:

The New Schools Exchange
Harvey Haber
2840 Hagen Valley Road
Santa Barbara, CA 43102

The Teacher Drop-Out Center
Stan Barondes and Len Solo
Box 521
Amherst, MA 01002

Vocations for Social Change
Canyon, CA 94513

X. CAREERS IN EDUCATION, NONTEACHING

State Departments of Education

Interesting positions, usually in administration or program development, are available in the various state departments of education. Experienced educators can often move into these positions. There are also openings for inexperienced individuals with education backgrounds.

For information on positions with state departments of education, inquiries should be sent to the Director of Personnel, State Department of Education, at the addresses listed under "State Certification Officers" on pages 4 through 7.

U.S. Office of Education--Opportunities at the Federal Level

The Office of Education links federal education programs with state and local agencies, colleges and universities, international education organizations, and professional associations. Its role has many facets, ranging from school desegregation under the Civil Rights Act, to administering funds for library construction; from research in educating handicapped children to compiling statistics; from consulting services to programs of adult and career education.

While the Office of Education is involved in many phases of education, it has virtually no opportunities for classroom teachers as such. The need is for experienced professionals, including college and university presidents and deans, department heads, administrators, research scholars, staff assistants, career and technical specialists, counseling and testing experts, and curriculum specialists. If the individual meets these qualifications, there will be much involvement in the broad scale of OE programs--interesting and stimulating work

Please know, too, that each year the Office of Education hires young men and women with bachelor's and master's degrees who are not necessarily in the education community. As recent college graduates, individuals car put general educational background to use in an administrative capacity in many of the programs at the Office of Education. These positions are filled through the rosters of the Federal Entrance Examination. Information on the FSEE can be obtained through a Federal Job Information Center (appendix D).

U.S. Civil Service Commission
Washington, D.C. 20415

Commercial Firms

Educators may seek employment with commercial firms. The opportunities for relevant, meaningful work are as varied as the firms themselves. Careers in curriculum materials development, educational research, and communication offer the educator a challenging outlet for his talents. The following lists of Textbook Publishers and Multimedia and Curriculum Development Firms has been reprinted from Literary Market Place 1971-72, by permission of R.R. Bowker (A Xerox Company), 1180 Avenue of the Americas, New York, NY 10036. Price: $14.95 net postpaid.

Textbook Publishers

Addison-Wesley Pub. Co., Inc.
Reading, MA 01867

Africana Pub. Corp./101 5th Ave.
New York, NY 10003

Ahrens Book Co., Inc./116 W. 14 St.
New York, NY 10011

Aldine-Atherton, Inc./529 S. Wabash Ave.
Chicago, IL 60605

Allyn & Bacon, Inc./470 Atlantic Ave.
Boston, MA 02210

American Book Co./450 W. 33 St.
New York, NY 10001

American Elsevier Pub. Co., Inc./52 Vanderbilt Ave.
New York, NY 10017

American Heritage Press/330 W. 42 St.
New York, NY 10036

American Mathematical Soc./Box 6248
Providence, RI 02904

American R.D.M. Corp./311 Crossways Prk. Drive
Woodbury, NY 11797

Americana Corp./575 Lexington Avenue
New York, NY 10022

Appleton-Century-Crofts/440 Park Avenue, S.
New York, NY 10016

ARC Books, Inc./319 Park Avenue, S.
New York, NY 10003

ARCO Pub. Co., Inc./219 Park Avenue, S.
New York, NY 10003

Atherton Press, Inc./529 S. Wabash Ave.
Chicago, IL 60605

Aurora Pub., Inc./170 4th Ave., N.
Nashville, TN 37219

Barnes & Noble, Inc./105 Fifth Avenue
New York, NY 10003

Barron's Educ. Series, Inc./113 Crossways Prk. Drive
Woodbury, NY 11797

Basic Books, Inc.,Pub./404 Park Avenue, S.
New York, NY 10016

Bellman Pub. Co./Box 172
Cambridge, MA 02138

Benefic Press/10300 W. Roosevelt Road
Westchester, IL 60153

W.A. Benjamin, Inc./2700 Sand Hill Road
Menlo Park, CA 94025

Chas. A. Bennett Co., Inc./809 W. Detweiller Dr.
Peoria, IL 61614

W.S. Benson & Co./109 E. 5th St./Box 1866
Austin, TX 78767

Benziger, Inc./8701 Wilshire Boulevard
Beverly Hills, CA 90211

The Bobbs-Merrill Co., Inc./4300 W. 62 St.
Indianapolis, IN 46268

Wm. C. Brown Co., Pub./135 S. Locust St.
Dubuque, IA 52001

Bruce Books/866 3rd Avenue
New York, NY 10022

Burgess Pub. Co./426 S. 6th Street
Minneapolis, MN 55415

Catechetical Guild/262 E. 4th Street
St. Paul, MN 55101

The Cntr. for Curriculum Devp., Inc./401 Walnut St.
Philadelphia, PA 19106

Chandler Pub. Co./124 Spear St.
San Francisco, CA 94105

Chemical Pub. Co., Inc./200 Park Avenue, S.
New York, NY 10003

Cliff's Notes, Inc.
Lincoln, NE 68501

College & Univ. Press/263 Chapel St.
New Haven, CT 06513

College Entrance Book Co./104 5th Avenue
New York, NY 10011

College Entrance Exam. Brd./888 7th Avenue
New York, NY 10019

College Notes & Texts, Inc./184 5th Avenue
New York, NY 10010

Congressional Quarterly, Inc./1735 K St., N.W.
Washington, D.C. 20006

Cowles Book Co., Inc./488 Madison Avenue
New York, NY 10022

Thomas Y. Crowell Co./201 Park Avenue, S.
New York, NY 10003

Crowell Collier & MacMillan, Inc./866 3rd Avenue
New York, NY 10022

Cummings Pub. Co., Inc./2727 Sand Hill Road
Menlo Park, CA 94025

Daughters of St. Paul/50 St. Paul's Avenue
Jamaica Plain, Boston, MA 02130

F.A. Davis Co./1915 Arch Street
Philadelphia, PA 19103

Marcel Dekker, Inc./95 Madison Avenue
New York, NY 10016

Delmar Pub./Mountainview Avenue
Albany, NY 12205

T.S. Denison & Co., Inc./5100 W. 82 Street
Minneapolis, MN 55431

Dickenson Pub. Co., Inc./16561 Ventura Blvd.
Suite 215C, Encino, CA 91316

Dillon Press/106 Washington Avenue, N.
Minneapolis, MN 55401

Dodd, Mead & Co./79 Madison Avenue
New York, NY 10016

Doubleday & Co., Inc.
Garden City, NY 11530

Howard A. Doyle Pub. Co./689 Massachusetts Avenue
Cambridge, MA 02139

The Economy Co./1901 N. Walnut Avenue
Oklahoma City, OK 73105

Editorial Services Co./31 Union Square, W.
New York, NY 10003

Educ. Methods, Inc./500 N. Dearborn Street
Chicago, IL 60610

Educators Pub. Service, Inc./75 Moulton Street
Cambridge, MA 02138

Emerson Books, Inc./251 W. 19th Street
New York, NY 10011

Encyclopaedia Brit., Inc./425 N. Mich. Avenue
Chicago, IL 60611

English-Language Inst. of America, Inc./1727 South
Indiana Ave./Chicago, IL 60616

Fearon Pub./6 Davis Drive
Belmont, CA 94002

The Fideler Co./31 Ottawa Avenue, N.W.
Grand Rapids, MI 49502

Fides Pub., Inc./Box F
Notre Dame, IN 46556

Field Educ. Pub., Inc./609 Mission St.
San Francisco, CA 94105

Field Enterprises Educ. Corp./510 Merchandise Mart Plaza
Chicago, IL 60654

Follett Educ. Corp./1010 W. Washington Boulevard
Chicago, IL 60607

The Free Press/866 3rd Avenue
New York, NY 10022

W. H. Freeman & Co., Pub./660 Market Street
San Francisco, CA 94104

Freeman, Cooper & Co./1736 Stockton Street
San Francisco, CA 94133

Garrard Pub. Co./1607 N. Market Street
Champaign, IL 61820

Ginn & Co./Statler Bldg./Back Bay
P.O. Box 191/Boston, MA 02117

Glencoe Press/8701 Wilshire Blvd.
Beverly Hills, CA 90211

Globe Book Co., Inc./175 Fifth Avenue
New York, NY 10010

Goodyear Pub. Co., Inc./15115 Sunset Blvd.
Pacific Palisades, CA 90272

Greenwood Press, Inc./51 Riverside Ave.
Westport, CT 06880

Grolier, Inc./575 Lexington Avenue
New York, NY 10022

Grove Press, Inc./53 E. 11 Street
New York, NY 10003

Hafner Pub. Co., Inc./866 3rd Avenue
New York, NY 10022

Hammond, Inc.
Maplewood, NJ 07040

Harcourt Brace Jovanovich, Inc./757 3rd Avenue
New York, NY 10017

Harper & Row, Pub./49 E. 33 Street
New York, NY 10016

Hartmore House, Inc./1363 Fairfield Avenue
Bridgeport, CT 06605

Hayden Book Co., Inc./116 W. 14 Street
New York, NY 10011

D.C. Heath & Co./125 Spring Street
Lexington, MA 02173

Helicon Press, Inc./1120 N. Calvert St.
Baltimore, MD 21202

Hendricks House, Inc./103 Prk. Avenue
New York, NY 10017

B. Herder Book Co./314 N. Jefferson
St. Louis, MO 63103

Herder & Herder, Inc./232 Madison Avenue
New York, NY 10016

Hobbs, Dorman & Co., Inc./441 Lexington Avenue
New York, NY 10017

Holbrook Press, Inc./470 Atlantic Avenue
Boston, MA 02210

Holden-Day, Inc./500 Sansome Street
San Francisco, CA 94111

Holt, Rinehart & Winston, Inc./383 Madison Avenue
New York, NY 10017

Hopkinson & Blake, Inc./329 5th Avenue
New York, NY 10016

Houghton Mifflin Co./2 Park Street
Boston, MA 02107

Hubbard Press/2855 Shermer Road
Northbrook, IL 60062

Industrial Press, Inc./200 Madison Avenue
New York, NY 10016

Initial Tchg. Alphabet Pub., Inc./6 E. 43 Street
New York, NY 10017

Inst. for Lang. Study/71 Plymouth St.
Montclair, NJ 07042

Intl. Book Corp./7300 Biscayne Blvd.
Miami, FL 33138

Intl. Univs. Press/239 Park Avenue, S.
New York, NY 10003

The Interstate Printers & Pub., Inc./19 N. Jackson St
Danville, IL 61832

Intext Publishing Group/257 Park Avenue, S.
New York, NY 10010

Iowa St. Univ. Press/Press Building
Ames, IA 50010

Jenkins Pub. Co./Box 2085
Austin, TX 78767

Marshall Jones Co.
Francestown, NH 03043

Jossey-Bass, Inc., Pub./615 Montgomery Street
San Francisco, CA 94111

Julian Press, Inc./150 Fifth Avenue
New York, NY 10011

Alfred A. Knopf, Inc./201 E. 50th Street
New York, NY 10022

Laidlaw Bros./Thatcher & Madison Streets
River Forest, IL 60305

Las Americas Pub. Co., Inc./152 E. 23 Street
New York, NY 10010

Lawrence Pub. Co./617 S. Olive Street
Los Angeles, CA 90014

Leswing Communications, Inc./3665 Sacramento
San Francisco, CA 94118

J.B. Lippincott Co./E. Washington Square
Philadelphia, PA 19105

Little, Brown & Co./34 Beacon Street
Boston, MA 02106

Littlefield, Adams & Co./87 Adams Drive
Totowa, NJ 07512

Litton Educ. Pub., Inc./450 W. 33 Street
New York, NY 10001

Loyola Univ. Press/3441 N. Ashland Avenue
Chicago, IL 60657

Lucas Bros. Pub./909 Lowry Street
Columbia, MO 65201

Lyons & Carnahan/407 E. 25 Street
Chicago, IL 60616

The M.I.T. Press/28 Carleton Street
Cambridge, MA 02142

28

MSS Educ. Pub. Co., Inc./19 E. 48 Street
New York, NY 10017

McCormick-Mathers Pub. Co., Inc./450 W. 33 Street
New York, NY 10001

McGraw-Hill Book & Educ. Serv. Grp./330 W. 42 St.
New York, NY 10036

David McKay Co., Inc./750 3rd Avenue
New York, NY 10017

McKnight & McKnight Pub. Co./US Rte. 66 at
Towanda Avenue/Bloomington, IL 61701

McNally & Loftin, Pub./Box 1316
Santa Barbara, CA 93102

D.H. Mark Pub. Co./285 Wood Road
Braintree, MA 02184

Markham Pub. Co./3322 W. Peterson Avenue
Chicago, IL 60645

Matls. for To-Day's Learning, Inc./124 Spear Street
San Francisco, CA 94105

Meredith Corp./1716 Locust Street
Des Moines, IA 50303

Chs. E. Merrill Pub. Co./1300 Alum Crk. Drive
Columbus, OH 43216

Mich. St. Univ. Press/Box 550
E. Lansing, MI 48823

Modern Curriculum Press/13900 Prospect Road
Cleveland, OH 44136

Moore Pub. Co./Box 3143
Durham, NC 27705

Morehouse-Barlow Co., Inc./14 E. 41 Street
New York, NY 10017

Natl. Learning Corp./20 Dupont Street
Plainview, NY 11803

Natl. Press Books/850 Hansen Way
Palo Alto, CA 94304

Natl. Textbook Co./8259 Niles Cntr. Rd.
Skokie, IL 60076

Natl. Union of Christian Schs./865 28 Street, S.E.
Grand Rapids, MI 49508

Naturegraph Pub./8339 W. Dry Crk. Rd.
Healdsburg, CA 95448

Newbury House, Pub./68 Middle Road
Rowley, MA 01969

Noble & Noble, Pub., Inc./750 3rd Ave.
New York, NY 10017

Northern Ill. Univ. Press
DeKalb, IL 60115

W.W. Norton & Co., Inc./55 5th Avenue
New York, NY 10003

Oceana Pub., Inc.
Dobbs Ferry, NY 10522

October House, Inc./160 Avenue of Americas
New York, NY 10013

Odyssey Press/4300 W. 62 Street
Indianapolis, IN 46268

Olcott Forward, Inc./234 N. Central Avenue
Hartsdale, NY 10530

Oxford Book Co., Inc./387 Park Avenue, S.
New York, NY 10016

Oxford Univ. Press, Inc./200 Madison Avenue
New York, NY 10016

Pacific Books, Pub./Box 558
Palo Alto, CA 94302

Pacific Coast Pub./Campbell Ave. at Scott Drive
Menlo Park, CA 94025

F.E. Peacock Pub., Inc./401 W. Irving Park Road
Itasca, IL 60143

Pergamon Press, Inc./Maxwell House/Fairview Park
Elmsford, NY 10523

George A. Pflaum, Pub./38 W. 5th Street
Dayton, OH 45402

Philosophical Library, Inc./15 E. 40 Street
New York, NY 10016

Pilot Books/347 Fifth Avenue
New York, NY 10016

Pitman Pub. Corp./6 E. 43 St.
New York, NY 10017

Platt & Munk/1055 Bronx River Avenue
Bronx, NY 10472

Popular Mechanics Press/224 W. 57 Street
New York, NY 10019

Praeger Pub., Inc./111 Fourth Avenue
New York, NY 10003

Prayer Book Press, Inc./1363 Fairfield Avenue
Bridgeport, CT 06605

Prentice-Hall, Inc.
Englewood Cliffs, NJ 07632

Prindle, Weber & Schmidt, Inc./53 State Street
Boston, MA 02109

Pruett Pub. Co./Box 1560
Boulder, CO 80302

G.P. Putnam's Sons/200 Madison Avenue
New York, NY 10016

Quadrangle Books, Inc./12 E. Delaware Place
Chicago, IL 60611

Ramapo House/235 E. 45 Street
New York, NY 10017

Rand McNally & Co./Box 7600
Chicago, IL 60680

Random House, Inc./201 E. 50 Street
New York, NY 10022

Reader's Digest Assoc.
Pleasantville, NY 10570

Reardon, Baer & Co./13900 Prospect Road
Cleveland, OH 44136

Henry Regnery Co./114 W. Illinois Street
Chicago, IL 60610

The Ronald Press Co./79 Madison Avenue
New York, NY 10016

Rowman & Littlefield/87 Adams Drive
Totowa, NJ 07512

William H. Sadlier, Inc./11 Park Place
New York, NY 10007

St. Martin's Press, Inc./175 Fifth Avenue
New York, NY 10010

Howard W. Sams & Co., Inc., Pub./4300 W. 62 St.
Indianapolis, IN 46268

Porter Sargent, Pub./11 Beacon Street
Boston, MA 02108

W.B. Saunders Co./W.Washington Square
Philadelphia, PA 19105

Schenkman Pub. Co., Inc./3 Revere Street
Harvard Sq./Cambridge, MA 02138

Science Research Assoc., Inc./259 E. Erie Street
Chicago, IL 60611

Scott, Foresman & Co./1900 E. Lake Avenue
Glenview, IL 60025

Chas. Scribner's Sons/597 Fifth Avenue
New York, NY 10017

Silver Burdett Co./250 James Street
Morristown, NJ 07960

Simon & Schuster, Inc./630 Fifth Avenue
New York, NY 10020

South-Western Pub. Co./5101 Madison Road
Cincinnati, OH 45227

Robert Speller & Sons, Pub., Inc./10 E. 23 Street
New York, NY 10010

Steck-Vaughn Co./Box 2028
Austin, TX 78767

Stravon Educ. Press/43 W. 61 Street
New York, NY 10023

Summy-Birchard Co./1834 Ridge Avenue
Evanston, IL 60204

Taylor Pub. Co./1550 W. Mockingbird Lane
Box 597/Dallas, TX 75221

Teachers College Press/Teachers College/Columbia Univ.
1234 Amsterdam Avenue/ New York, NY 10027

Teachers Practical Press, Inc./47 Frank Street
Valley Stream, NY 11580

Temple University Press
Philadelphia, PA 19122

Chas. C. Thomas, Pub./301-27 E. Lawrence Avenue
Springfield, IL 62703

Transatlantic Arts, Inc./North Village Green
Levittown, NY 11756

Twayne Pub., Inc./31 Union Square W.
New York, NY 10003

Frederick Ungar Pub. Co., Inc./250 Park Avenue S.
New York, NY 10003

United Nations/Sales Section/Publishing Service
New York, NY 10017

United Synagogue Book Service/218 E. 70 Street
New York, NY 10021

University of Chicago Press/5801 Ellis Avenue
Chicago, IL 60637

The Univ. of Mich. Press
Ann Arbor, MI 48106

Univ. of Notre Dame Press
Notre Dame, IN 46556

Univ. Press of Wash.,D.C./Suite 321/1010 Vermont Ave.
N.W. Washington, D.C. 20005

Banks Upshaw & Co./8259 Niles Center Road
Skokie, IL 60076

Wadsworth Pub. Co., Inc.
Belmont, CA 94002

Walker Educ. Book Corp./720 Fifth Avenue
New York, NY 10019

Warp Pub. Co./Box 270/325 N. Colorado Avenue
Minden, NE 68959

Washington Square Press/630 Fifth Avenue
New York, NY 10020

Wayne State Univ. Press/5980 Cass
Detroit, MI 48202

John Weatherhill, Inc./149 Madison Avenue
New York, NY 10016

Webster Pub./330 W. 42 Street
New York, NY 10036

Western Pub. Co., Inc./1220 Mound Avenue
Racine, WI 53404

Weybright & Talley, Inc./750 3rd Avenue
New York, NY 10017

John Wiley & Sons, Inc./605 3rd Avenue
New York, NY 10016

Willard-Grant Press, Inc./53 State Street
Boston, MA 02109

Winthrop Pub., Inc./17 Dunster Street
Cambridge, MA 02138

World Pub. Co./110 E. 59 Street
New York, NY 10022

Xerox Educ. Group/1200 High Ridge Road
Stamford, CT 06903

Multimedia & Curriculum Development Firms

Allyn & Bacon, Inc/470 Atlantic Avenue
Boston, MA 02210

Anco Tec. Services, Inc./80 Boylston Street
Boston, MA 02116

Appleton-Century-Crofts/440 Park Avenue, S.
New York, NY 10016

Automated Educ. Cntr./19830 Mack Avenue
Detroit, MI 48236

Beacon Press/25 Beacon Street
Boston, MA 02108

Behavioral Res. Labs./Ladera Prof. Center
Box 577/Palo Alto, CA 94302

Burgess Pub. Co./426 S. 6th Street
Minneapolis, MN 55415

CTB/McGraw-Hill/Del Monte Res. Prk.
Monterey, CA 93940

The Cntr. for Curriculum Devp., Inc./401 Walnut St.
Philadelphia, PA 19106

Consolidated Educ. Pub., Inc./Glen Cove & Voice Rds.
Carle Place, NY 11514

Coronet Learning Programs/65 E. S. Water Street
Chicago, IL 60601

Devereux Foundation
Devon, PA 19333

E-Z Sort Systems, Ltd./351 Bryant Street
San Francisco, CA 94107

Educ. Devp. Labs., Inc./284 Pulaski Rd.
Huntington, NY 11744

Educ. Methods, Inc./500 N. Dearborn Street
Chicago, IL 60610

Educ. Res. Assoc./1119 S.W. Prk. Avenue
Portland, OR 97205

Educreative Systems, Inc./435 E. 79th Street
New York, NY 10021

Ency. Brit. Educ. Corp./425 N. Mich. Avenue
Chicago, IL 60611

Entelek, Inc./42 Pleasant Street
Newburyport, MA 01950

Fearon Pub./6 Davis Drive
Belmont, CA 94002

Field Enterprises Educ. Corp./510 Merchandise Mart
Plaza/Chicago, IL 60654

Fordham Pub. Co./2377 Hoffman Street
Bronx, NY 10458

Gen. Electronic Labs., Inc./1085 Commonwealth Avenue
Boston, MA 02215

Gen. Programmed Tchg./424 Univ. Avenue
Palo Alto, CA 94302

Ginn & Co./Statler Off. Bldg./Back Bay/P.O. Box 191
Boston, MA 02117

Graflex Div./Singer Co./3750 Monroe Avenue
Rochester, NY 14603

Grolier Educ. Corp./Tchg. Matls. Div./845 Third Avenue
New York, NY 10022

Harcourt Brace Jovanovich, Inc./757 Third Avenue
New York, NY 10017

Harper & Row Pubs./49 E. 33rd Street
New York, NY 10016

C. Richard Hatch Assocs., Inc./989 8th Avenue
New York, NY 10019

Holt, Rinehart & Winston, Inc./383 Madison Avenue
New York, NY 10017

Houghton Mifflin Co./110 Tremont Street
Boston, MA 02107

Jeppesen & Co./8025 E. 40th Avenue
Denver, CO 80207

Learning Res. Assoc./1501 Broadway
New York, NY 10036

Learning Systems Co./1818 Ridge Road
Homewood, IL 60430

J.B. Lippincott Co./E. Washington Square
Philadelphia, PA 19105

Little, Brown & Co./34 Beacon Street
Boston, MA 02106

McGraw-Hill Book Co./330 W. 42nd Street
New York, NY 10036

MacMillan Co./866 Third Avenue
New York, NY 10022

Matls. for Today's Learning/124 Spear Street
San Francisco, CA 94105

Media Masters, Inc./400 W. 6th Street
Tustin, CA 92680

Media Plus, Inc./60 Riverside Drive
New York, NY 10024

New Dimensions in Education, Inc./131 Jericho Tpke.
Jericho, NY 11753

Prentice-Hall, Inc.
Englewood Cliffs, NJ 07632

Preschool Press, Inc./159 W. 53rd Street
New York, NY 10019

G.P. Putnam's Sons/200 Madison Avenue
New York, NY 10016

W.B. Saunders Co./W. Wash. Sq.
Philadelphia, PA 19105

Scholastic Mags., Inc./50 W. 44 Street
New York, NY 10036

Sci. Res. Assocs./259 E. Erie Street
Chicago, IL 60611

Sullivan Assocs./3000 Sand Hill Road
Menlo Park, CA 94024

Vocational Media/400 W. Sixth Street
Tustin, CA 92680

John Wiley & Sons, Inc./605 3rd Avenue
New York, NY 10016

The Williams & Wilkins Co./428 E. Preston Street
Baltimore, MD 21202

Xerox Educ. Group/1200 High Ridge Road
Stamford, CT 06903

Educational Research Facilities

Regional Educational Laboratories

Appalachia Educational Laboratory (AEL)
P.O. Box 1348
Charleston, WV 25325
(304)344-8371

Central Midwestern Regional
Educational Laboratory (CEMREL)
10646 St. Charles Rock Road
St. Ann, MO 63074
(314)429-3535

Center for Urban Education (CUE)
105 Madison Avenue
New York, NY 10016
(212)889-7277

Educational Development Center (EDC)
55 Chapel Street
Newton, MA 02160
(617)969-7100

Eastern Regional Institute for Education (ERIE)
635 James Street
Syracuse, NY 13203
(315)474-5321

Far West Laboratory for Educational
Research and Development (FWLERD)
Claremont Hotel
One Garden Circle
Berkeley, CA 94705
(415)841-9710

Mid-Continent Regional Educational Laboratory (McREL)
104 East Independence Avenue
Kansas City, MO 64108
(816)221-8686

Northwest Regional Educational Laboratory (NWREL)
400 Lindsay Building
710 Southwest Second Avenue
Portland, OR 97204
(503)244-3650

Research for Better Schools, Inc. (RBS)
1700 Market Street
Philadelphia, PA 19103
(215)546-6050

Regional Educational Laboratory for the
Carolinas and Virginia (RELCV)
Mutual Plaza
Durham, NC 27701
(919)688-8057

Southeastern Educational Laboratory (SEL)
3450 International Boulevard
Hapeville, GA 30354
(404)766-0951

Southwestern Cooperative Educational Laboratory (SWCEL
117 Richmond Drive, N.E.
Albuquerque, NM 87106
(505)265-9561

Southwest Educational Development Laboratory (SWEDL)
800 Brazos Street
Austin, TX 78767
(512)476-6861

Southwest Regional Laboratory for
Educational Research and Development (SWREL)
11300 LaCienega Boulevard
Inglewood, CA 90304
(213)776-3800

Upper Midwest Regional Educational Laboratory (UMREL)
1640 East 78th Street
Minneapolis, MN 55423
(612)861-4421

Research and Development Centers

Center for the Study of the Evaluation
of Instructional Programs
University of California
145 Moore Hall
405 Hilgard Avenue
Los Angeles, CA 90024
(213)825-4711

Center for the Advanced Study
of Educational Administration
147B Hendricks Hall
University of Oregon
Eugene, OR 97403
(503)342-1411 Ext. 2531

Stanford Center for Research and
Development in Teaching
Stanford University
770 Welch Road
Palo Alto, CA 94305
(415)321-2300 Ext. 4723

Research and Development Center
in Educational Stimulation
Fain Hall
University of Georgia
Athens, GA 30601
(404)542-1656

Learning Research and Development Center
208 M.I. Building
University of Pittsburgh
Pittsburgh, PA 15213
(412)683-8841

Wisconsin Center for Research and Development
for Cognitive Learning
The University of Wisconsin
1404 Regent Street
Madison, WI 53705
(608)262-4858

Center for Research and Development
in Higher Education
University of California
4606 Tolman Hall
Berkeley, CA 94720
(415)642-6000

Center for the Study of Social
Organization of Schools
The Johns Hopkins University
3505 North Charles Street
Baltimore, MD 21218
(301)467-3300 Ext. 1227

Research and Development Center in Teacher Education
303 Sutton Hall
University of Texas
Austin, TX 78712
(512)471-3933

XI. GRADUATE FELLOWSHIPS AND ASSISTANTSHIPS FOR RETURNING TO SCHOOL

Experienced and inexperienced educators who elect to return to college for further study should know that those enrolled in graduate education programs are usually eligible to apply for fellowships awarded by the institution. Usually, these are based on scholarly achievement, promise, and need.

Assistantships are often awarded through the school on a similar basis as fellowships. Variations on policy may occur, and all questions on financial assistance should be addressed to the institution's financial aid officer.

Federal aid is often available in the form of National Defense Loans and related financial programs. Veterans may take advantage of the G.I. Bill to further their education. The financial aid officer at each institution is responsible for information on these opportunities as well as information on loans and other scholarships.

APPENDIX A

Letter of Inquiry

(to districts to determine openings in your field)

Return Address
City, State Zip Code
Date

Inside Address to School District
City, State Zip Code

Salutation:

Purpose of letter--inquire as to positions in your field which may be open in that district.

Point out significant experience in your field which may make you a desirable employe in that district.

Refer to attached resume and availability of credentials (where they are on file and how they may be obtained) and availability of references.

Restate your interest in the district and positions open in your area. State your availability for interviews and that you look forward to hearing from the district.

Complimentary Closing,

(Full Name Signed)

Full Name Typed

Enclosures

APPENDIX 3

Letter of Application

(to officials of schools in which you know openings exist in your field)

Return Address
City, State Zip Code
Date

Inside Address to School Official
and Title
City, State Zip Code

Salutation:

Purpose of letter--identify position for which you are applying. Mention briefly source of information concerning opening.

Explain consisely why you are interested in working for this particular institution, and your interest in this type of endeavor. If you have had related experience, point out briefly your achievements in the field.

Refer to the attached resume and, if not included, to availability of references.

Restate your interest by indicating your availability for an interview or other suggestion of favorable and early reply. Indicate where your credentials are on file and that they will be sent on request.

Complimentary Closing,

(Full Name Signed)

Full Name Typed

Enclosures

APPENDIX C

Sample Resume

PERSONAL

Erik R. Sanford
317 East Tucker Road
Chadds Ford, PA 19317
(304)872-9570

Age: 25 (May 18, 1946)
Marital Status: Single
Health: Excellent

*EDUCATION

George Washington University
Washington, D.C. 20007
G.P.A. 3.5

M.A.T. 1970 - Special Education
D.C. Certification - Special Education

University of Colorado
University Boulevard
Denver, CO 80202
G.P.A. 3.7

B.A. 1968 - Psychology

MILITARY

Status: Army Reserve

*WORK EXPERIENCE

Led bicycle tour for American Youth Hostiles in Europe — Summer of 1971

Camp Counselor — Summers of 1968 and 1970

Elevator Operator, U.S. Capitol Building under patronage of Senator Edmund Muskie of Maine — September 1968 - June 1970

SPECIAL INTERESTS AND HONORS

Nominee for participation in White House Conference on Youth, 1971
Phi Beta Kappa (scholastic honor)
Skiing, bicycling, working with youth

REFERENCES

Academic records and character references on file at George Washington University, Office of the Registrar, Washington, D.C. 20007.

*List education and work experiences in reverse chronological order (as shown).
Include state certification if applicable.
Give source of institution where academic records and recommendations are on file.

NOTE: Strive for a neat and concise resume (preferably one page).

APPENDIX D

Addresses of Federal Job Information Centers

ALABAMA
806 Governors Drive, S.W.
Huntsville, AL 35801

107 St. Francis Street
Mobile, AL 36602

ALASKA
632 6th Avenue
Anchorage, AK 99501

ARIZONA
44 West Adams Street
Phoenix, AZ 85003

ARKANSAS
923 West 4th Street
Little Rock, AR 72201

CALIFORNIA
851 South Broadway
Los Angeles, CA 90014

425 Capitol Mall
Sacramento, CA 95814

380 West Court Street
San Bernardino, CA 92401

1400 5th Avenue
San Diego, CA 92101

450 Golden Gate Avenue
San Francisco, CA 94102

COLORADO
18th & Stout Streets
Denver, CO 80202

CONNECTICUT
450 Main Street
Hartford, CT 06103

DELAWARE
11th & King Streets
Wilmington, DE 19801

FLORIDA
123 S. Court Avenue
Orlando, FL 32801

GEORGIA
275 Peachtree Street, N.E.
Atlanta, GA 30303

451 College Street
Macon, GA 31201

HAWAII
Federal Building
Honolulu, HI 96813

IDAHO
Federal Building
Boise, ID 87302

ILLINOIS
219 S. Dearborn Street
Chicago, IL 60604

INDIANA
36 S. Pennsylvania Street
Indianapolis, IN 46204

IOWA
210 Walnut Street
Des Moines, IA 50309

KANSAS
114 S. Main Street
Wichita, KS 67202

KENTUCKY
721 S. 4th Street
Louisville, KY 40202

LOUISIANA
600 South Street
New Orleans, LA 70130

MAINE
Federal Building
Augusta, ME 04330

MARYLAND
Lombard St. & Hopkins Plc.
Baltimore, MD 21201

MASSACHUSETTS
P.O. & Courthouse Bldg.
Boston, MA 02109

MICHIGAN
144 W. Lafayette Street
Detroit, MI 48226

MINNESOTA
Bldg. 57, Ft. Snelling
St. Paul, MN 55111

MISSISSIPPI
802 N. State Street
Jackson, MS 39201

MISSOURI
601 E. 12th Street
Kansas City, MO 64106

1520 Market Street
St. Louis, MO 63103

MONTANA
130 Neill Avenue
Helena, MT 59601

NEBRASKA
215 North 17th Street
Omaha, NE 68102

NEVADA
300 Booth Street
Reno, NV 89502

NEW HAMPSHIRE
Daniel & Penhallow Streets
Portsmouth, NH 03801

NEW JERSEY
Federal Building
970 Broad Street
Newark, NJ 07102

NEW MEXICO
421 Gold Avenue, S.W.
Albuquerque, NM 87101

NEW YORK
26 Federal Plaza
New York, NY 10007

301 Erie Boulevard, West
Syracuse, NY 13202

NORTH CAROLINA
415 W. Hillsborough Street
Raleigh, NC 27603

NORTH DAKOTA
112 N. University Drive
Fargo, ND 58102

OHIO
1240 East 9th Street
Cleveland, OH 44199

7 East 4th Street
Dayton, OH 45402

OKLAHOMA
210 N.W. 6th Street
Oklahoma City, OK 73102

OREGON
319 S.W. Pine Street
Portland, OR 97204

PENNSYLVANIA
128 N. Broad Street
Philadelphia, PA 19102

1000 Liberty Avenue
Pittsburgh, PA 15222

RHODE ISLAND
Kennedy Plaza
Providence, RI 02903

SOUTH CAROLINA
Federal Building
Charleston, SC 20403

SOUTH DAKOTA
919 Main Street
Rapid City, SD 57701

TENNESSEE
167 N. Main Street
Memphis, TN 38101

TEXAS
1114 Commerce Street
Dallas, TX 75202

411 N. Stanton Street
El Paso, TX 79901

702 Caroline Street
Houston, TX 77002

615 E. Houston Street
San Antonio, TX 78205

UTAH
135 S. State Street
Salt Lake City, UT 84111

VERMONT
Elmwood Avenue & Pearl Street
Burlington, VT 05401

VIRGINIA
415 St. Paul Boulevard
Norfolk, VA 23510

WASHINGTON
1st Avenue & Madison Street
Seattle, WA 98104

WEST VIRGINIA
500 Quarrier Street
Charleston, WV 25301

WISCONSIN
161 W. Wisconsin Avenue
Room 215
Milwaukee, WI 53203

WYOMING
2005 Warren Avenue
Cheyenne, WY 82001

PUERTO RICO
255 Ponce de Leon Avenue
San Juan, PR 00917

DISTRICT OF COLUMBIA
1900 E Street, N.W.
Washington, DC 20415

APPENDIX E

Requirements for Aliens Teaching in the United States

The employment of aliens as educators is determined by each state. Below are the responses given by state certification officers to the question:

Must all teachers be U.S. citizens?

Response: No, the individual must meet state certification requirements:

Alabama	Minnesota
Colorado	New Hampshire
Delaware	North Carolina
Georgia	Ohio
Iowa	Oregon
Kentucky	Texas
Louisiana	Utah
Maine	Wisconsin

Response: Yes, the individual must be a U.S. citizen:

Arizona
District of Columbia
Mississippi

Response: No, a "declaration of intent" must have been filed:

Idaho	Oklahoma
Nevada	Pennsylvania
New Jersey	South Carolina

The other 25 states responded with the following:

ALASKA	No, only if district can verify no qualified citizens available.
ARKANSAS	No, must be in process of naturalization.
CALIFORNIA	Yes, exceptions made for those on employment visas meeting all state qualifications.
CONNECTICUT	Yes, except under certain conditions.
FLORIDA	Yes, except in emergency situations.
HAWAII	Yes, except when qualified citizen is not available.
ILLINOIS	No, a certification is issued with "declaration of intent"; does not require citizenship for language certification.
INDIANA	No, individual must hold state teaching certificate.
KANSAS	No, must have immigration status allowing full-time employment.
MARYLAND	No, under certain conditions teaching permits may be issued for one year.
MASSACHUSETTS	No, must meet state certification requirements; may teach language of origin if "declaration of intent" has been filed and a request be filed by commissioner that individual be so certified.
MICHIGAN	No, only to obtain a permanent certificate.
MISSOURI	No, must work through and be recommended by accredited U.S. college offering a teaching major.
MONTANA	No, permanent visa required for temporary certificate.

NEBRASKA	No, provisional certificate available for one year at the request of local agency.
NEW MEXICO	No, a "declaration of intent" must have been filed; one-year certificate can be issued at request of superintendent.
NEW YORK	No, if competent citizens are not available, or if individual is unable to file for citizenship for valid statutory reasons.
NORTH DAKOTA	No, a "declaration of intent" must have been filed, and school must request special certificate.
RHODE ISLAND	No, citizenship requirement can be waivered by commissioner of education if "declaration of intent" has been filed and candidate is in "waiting period."
SOUTH DAKOTA	Yes, for regular certificates. A few certificates to non-citizens are issued.
TENNESSEE	Yes, must be American citizen to take employment in the public schools, except on a temporary basis.
VERMONT	Yes, however in selected cases, certificates can be issued for one year to qualified individuals after a teaching position has been secured.
VIRGINIA	Yes, except when specific employing school requests waiver.
WASHINGTON	Yes, except exchange teachers and permits for those becoming citizens.
WYOMING	Yes, except for exchange teachers.
	Additionally, our trust territories set these standards:
AMERICAN SAMOA	No, except where U.S. citizens are not available to teach.
ST. THOMAS ST. JOHN ST. CROIX	Yes, except where vacancies cannot be filled by citizens. Alien must have approval of Governor and Board of Education.

NOTE: FOR FURTHER CLARIFICATION ON ANY OF THESE, PLEASE CONTACT THE STATE CERTIFICATION OFFICERS LISTED ON PAGES 4 THROUGH 7.

N.C.I.C.E.

The National Center for Information on Careers in Education collects and evaluates existing career materials, generates new materials, and serves as a research and central resource center for individuals and groups interested in careers in education or in recruiting within an educational program. The major objective of the NCICE is to affect the quantity and quality of people choosing a career in education as their life's work.

The Center defines education careers to include allied functions performed in a variety of settings, in addition to the classroom. Many of these careers can be effectively held by individuals with or without the kind of academic credentials associated with typical school positions.

The National Center for Information on Careers in Education is supported by the U.S. Office of Education, Bureau of Educational Personnel Development Act, Part A, Section 504: Attracting Qualified Persons to the Field of Education.